WEST BATON ROUGE PARISH CLERK OF COURT Port Allen, Louisiana

Annual Financial Statements
As of and For the Year Ended June 30, 2009

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

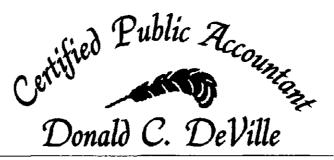
Release Date

DONALD C. De VILLE

Certified Public Accountant 7829 Bluebonnet Boulevard Baton Rouge, Louisiana 70810

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REPORT OF INDEPENDENT ACCOUNTANT

October 9, 2009

West Baton Rouge Parish Clerk of Court Port Allen, Louisiana

I have audited the accompanying basic financial statements of the West Baton Rouge Parish Clerk of Court as of and for the year ended June 30, 2009, as listed in the Table of Contents. These basic financial statements are the responsibility of the West Baton Rouge Parish Clerk of Court's management. My responsibility is to express an opinion of these basic financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provided a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the West Baton Rouge Parish Clerk of Court as of June 30, 2009, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The budgetary information on page 25, is not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express no opinion on it.

The West Baton Rouge Parish Clerk of Court has not presented Management's Discussion and Analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

In accordance with <u>Government Auditing Standards</u>, I have also issued a report dated October 9, 2009, on our consideration of West Baton Rouge Parish Clerk of Court's internal control over financial reporting and our tests of its compliance with laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with <u>Governmental Auditing Standards</u> and should be read in conjunction with this report in considering the results of my audit.

Nade Dull

GOVERNMENT WIDE STATEMENT OF NET ASSETS

WEST BATON ROUGE PARISH CLERK OF COURT PORT ALLEN, LOUISIANA JUNE 30, 2009

	GOVERNMENTAL ACTIVITIES
ASSETS: Cash & Cash Equivalents Cash - Certificates of Deposits Investments - Lamp Accounts Receivable Intergovernmental Receivable Fixed Assets, net of depreciation	\$178,319 650,000 274,122 12,218 4,219 36,916
Total Assets	1,155,794
LIABILITIES: Current Liabilities Accounts Payable Employee Withholdings Interfund Payable	\$6,915 10,608 60,677
Total Liabilities	78,200
NET ASSETS Investment in Net Assets Unrestricted	36,916 1,040,678
Total Net Assets	1,077,594

GOVERNMENT WIDE STATEMENT OF ACTIVITIES

WEST BATON ROUGE CLERK OF COURT PORT ALLEN, LOUISIANA For the Year Ended June 30, 2009

					Net (Expenses)
					Revenues and
•					Increases
		F	Program Reve	nues	(Decreases) in
			Operating		Net Assets
		Charges for	, -	Capital Grants	
	Evenence	=		& Contributions	Activities
Covernmental Activities	Expenses	Services	Continuations	& Contributions	Activities
Governmental Activities					
PUBLIC SAFETY					
SUPPORT SERVICES	\$040.000	Φ740 004	# 46 #	An	(44.047)
Judicial Expense	\$812,668		\$19,800	\$0	(44,847)
Total Governmental Activites	812,668	748,021	19,800	0	(44,847)
	General Re				
	Investmen	t earnings			21,844
	Other gene	eral revenue	:S		9,738
	Special-Sale	e of Fixed A	ssets		0
	•		s and transfers	;	31,582
	Ü			•	
	Change	in Net Asset	S		(13,265)
	Net assets-	beginning		•	1,090,859
	Not cooks	o al!			4 077 504
	Net assets-	enaing		:	1,077,594

BALANCE SHEET-GOVERNMENTAL FUNDS

WEST BATON ROUGE PARISH CLERK OF COURT PORT ALLEN, LOUISIANA JUNE 30, 2009

ASSETS:	
Cash & Cash Equivalents	\$178,319
Cash - Certificate of Deposits	650,000
Investments - Lamp	274,122
Accounts Receivable	12,218
Intergovernmental Receivables	4,219
Total Assets	1,118,878
<u>LIABILITIES:</u> Current Liabilities	
Accounts Payable	\$6,915
Employee Withholdings	10,608
Interfund Payable	60,677
Total Liabilities	78,200
FUND BALANCES:	
Unreserved	1,040,678
m-4-3 *! 1:3:4:	1 110 050
Total Liabilities and Fund Balances	1,118,878
	

RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

WEST BATON ROUGE PARISH CLERK OF COURT PORT ALLEN, LOUISIANA JUNE 30, 2009

Total Governmental Fund Balance

\$1,040,678

Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

36,916

Net Assets of Governmental Activities

1,077,594

STATEMENT OF GOVERNMENTAL FUNDS REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

WEST BATON ROUGE PARISH CLERK OF COURT PORT ALLEN, LOUISIANA FOR THE YEAR ENDED JUNE 30, 2009

2,889
9,800
2,119
3,013
1,844
9,738
9,403
3,316
9,221
2,447
6,161
1,272
2,592
5,009
4,394
6,284
0,678

RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

WEST BATON ROUGE PARISH CLERK OF COURT PORT ALLEN, LOUISIANA YEAR ENDED JUNE 30, 2009

Net Change in Fund Balances-Total Governmental Funds \$ 4,394

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

(17,659)

Net Assets of Governmental Activities

(13, 265)

STATEMENT OF FIDUCIARY NET ASSETS FIDUCIARY FUNDS

WEST BATON ROUGE PARISH CLERK OF COURT PORT ALLEN, LOUISIANA JUNE 30, 2009

	ADVANCE DEPOSIT FUND	REGISTRY OF THE COURT FUND	TOTAL
ASSETS:			
Cash & Cash Equivalents Investments - Lamp Interfund Receivable	\$203,156 210,057 60,677	\$1,718 613,398 -0-	\$204,874 823,455 60,677
Total Assets	473,890 ————	615,116	1,089,006
<u>LIABILITIES:</u> Current Liabilities Held For Others			
Pending Court Action	\$473,890	\$615,116	\$1,089,006
Total Liabilities	473,890	615,116	1,089,006
NET ASSETS: Unrestricted	-0-	-0-	-0-
Total Liabilities and Net Assets	473,890	615,116	1,089,006

STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS FIDUCIARY FUNDS

WEST BATON ROUGE PARISH CLERK OF COURT PORT ALLEN, LOUISIANA FOR THE YEAR ENDED JUNE 30, 2009

	ADVANCE DEPOSIT FUND	REGISTRY OF THE COURT FUND	TOTAL
ADDITIONS Deposits:			
Suits and successions Interest earnings Other	\$652,446 6,992 4,626	\$42,636 11,058 -0-	\$695,082 18,050 4,626
Total Additions	664,064	53,694	717,758
REDUCTIONS Clerk's Cost (Transferred to General Fund) Settlement to litigants Attorney, Curator & Notary Witness Fees Sheriff's Fees Secretary of State Judicial Court Fund West Baton Rouge Council Other Total Reductions	424,560 -0- 220,053 -0- 63,244 5,175 37,659 5,327 9,086	-0- 436,645 -0- -0- -0- -0- -0- 436,645	424,560 436,645 220,053 -0- 63,244 5,175 37,659 5,327 9,086
Net Change	(101,040)	(382,951)	(483,991)
UNSETTLED DEPOSITS, JULY 1	574,930	998,067	1,572,997
UNSETTLED DEPOSITS, JUNE 30	473,890	615,116	1,089,006

NOTE 1 - ORGANIZATION, NATURE OF OPERATIONS, AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. ORGANIZATION

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the clerk of court services as the ex-officio notary public; the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The clerk is elected for a four year term.

B. REPORTING ENTITY

The clerk of court is an independently elected official; however, the clerk of court is fiscally dependent on the West Baton Rouge Parish Council. The Parish Council maintains and operates the parish courthouse in which the clerk of court's office is located and provides funds for equipment and furniture of the clerk of court's office. Because the clerk of court is fiscally dependent on the parish council, the clerk of court was determined to be a component unit of the West Baton Rouge Parish Council, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the clerk of court and do not present information on the parish council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. BASIS OF STATEMENT PRESENTATION

The accompanying financial statements of the West Baton Rouge Parish Clerk of Court have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, Basic Financial Statements-and Management Discussion and Analysis-for State and Local Governments, issued in June 1999.

D. FUND ACCOUNTING

The Clerk of Court uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

GOVERNMENTAL FUNDS

Governmental funds account for all or most of the Clerk of Court's general activities. Those funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they are to be paid. The difference between a governmental fund's assets and liabilities is reported as fund balances. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Clerk of Court. The following are the Clerk of Court's governmental funds:

General Fund - the primary operating fund of the Clerk of Court and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Clerk of Court policy.

Fiduciary Funds - reporting focuses on net assets and changes in net assets. The only funds accounted for in this category by the clerk are agency funds. The agency account for assets held as an agent for litigants held pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the General Fund of Balance Sheet and Statements Revenue, Expenditures and Changes in Fund Balances are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenue, expenditures and changes in fund balances reports the sources (i.e. revenue and other financing sources) and uses (i.e. expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustments to a government-wide view of the Clerk of Court operations.

The amounts reflected in the General Fund of Statement A and B, use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Clerk of Court considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability in incurred, except for interest and principal payments on general long term debt which is recognized when due, and certain compensated absences and claims and judgements which are recognized when the obligations are expected are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures.

Revenues

Major revenue sources susceptible to accrual include: licenses, charges for services and investment income.

Expenditures

The major expenditures are: salaries, supplies, and capital outlay.

Deferred Revenue

Deferred revenues arise when resources are received by the Clerk of Court before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the Clerk of Court has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

Government-Wide Financial Statements (GWFS)

The government-wide financial statements include the statement of net assets and the statement of activities. These statement report financial information for the Clerk of Court as a whole excluding the fiduciary activities such as employee pension plans. Information contained in these columns reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed) Revenues, expenses, gains, losses, assets and liabilities, resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Non-exchanged Transactions.

Program Revenues

Program revenues included in the column labeled Statement of Activities are derived directly from Clerk of Court users as a fee for services; program revenues reduce the cost of the function to be financed from the Clerk of Court's general revenues.

E. BUDGETS

The proposed budget for the fiscal year was made available public inspection at the clerk's office on **June 1, 2007.** The proposed budget, prepared on the accrual basis of accounting, was published in West Side Journal, the official journal, 5 days before the public hearing. The budget hearing was held at the clerk's office on **June 8, 2007.** The budget is legally adopted and amended, as necessary, by the clerk. All appropriations laspe at year-end.

Formal budget integration (within the accounting records) is employed as a management control device. Budget amounts include the accompanying financial statements included the original adopted budget and all subsequent amendment.

F. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest bearing demand deposits and money market accounts and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Clerk of Court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana.

H. INTERFUND ACTIVITIES

The Clerk of Court transfers interest earned on deposits of the Advance Deposit Fund to the General fund to be utilized by the General Fund in its operations. In those cases where the physical transfer of assets has not taken place as of year end, or where repayment is expected, these amounts are accounted for through the various due to and due from accounts.

I. PREPAID ITEMS

Insurance and similar services which extend over more than one accounting period have been recognized as expenditures when paid.

J. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost, if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Clerk of Court maintains a threshold level of \$500 or more for capitalized capital assets.

J. CAPITAL ASSETS (Continued)

Capital assets are recorded in the Statement of Net Assets and the Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets other than land are depreciated using the straight line method over the following useful lives:

Furniture and fixtures

5-7 Years

K. COMPENSATED ABSENCES

The clerk of court has the following policy relating to vacation and sick leave:

Employees of the Clerk of Court's office earn two weeks of vacation leave each year. Vacation leave cannot be accumulated nor carried forward to succeeding years. The Clerk of Court has not adopted a formal policy regarding sick leave. At year-end the employees of the Clerk of Court have no accumulated or vested benefits required to be reported in accordance with generally accepted accounting principles.

L. MANAGEMENT'S USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

NOTE 2 - CASH AND CASH EQUIVALENTS

At June 30, 2009, the West Baton Rouge Clerk of Court had cash and cash equivalent and certificates of deposits (book balances) totaling \$1,033,193.

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial Credit Risk-Deposits. At year-end the bank balance was \$1,156,574. Of the bank balances, \$891,871 was covered by federal depository insurance and \$489,876 was collateralized with securities held by the pledging financial institution's trust department or agent but not in the Clerk of Court's name (GASB Category 1). This leaves \$5,820 uninsured.

Even though the pledged securities are considered uncollateralized (Category 1) under the provisions of GASB Statement 3, Louisiana R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledge securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

Interest Rate-Deposits. The Clerk of Court's policy does not address
interest rate risk.

NOTE 5 - INVESTMENTS

As of June 30, 2009, the Clerk of Court had \$1,097,577 invested in an external investment pool (LAMP).

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objectives of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes on securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955.

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, and foreign currency risk for all public entity investments. LAMP is a 2a7-like investment pool.

The following facts are relevant for 2a7-like investment pools:

Credit Risk: LAMP is rated AAAm by Standard & Poor's.

Custodial Credit Risk: LAMP participant's investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

Concentration of Credit Risk: Pooled investments are excluded from the 5 percent disclosure requirement.

Interest Rate Risk: 2a7-like investment pools are excluded from this disclosure requirement, per paragraph 15 of the GASB 40 statement.

Foreign Currency Risk: Not applicable to 2a7-like pools entities.

The dollar weight average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

NOTE 7 - RECEIVABLES

A. A Summary of Receivables at year end follows:

CLASS OF RECEIVABLES

GENERAL FUND

Charges for Services

\$12,218

Accounts receivable are written-off under the direct write-off method whereby bad debts are recorded when a receivable is deemed uncollectible. If they are subsequently collected they are recorded as miscellaneous income. The direct charge-off method is not a material departure from GAAP as it approximates the valuation method.

NOTE 8 - INTERFUND RECEIVABLES AND PAYABLES

Because the Clerk of Court operates most of its programs under cost reimbursement type grants, it has to pay for costs using its General fund money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans in the Fund Financial Statements. A summary of these interfund loans at year end, is as follows:

	Due From Other Funds	Due To Other Funds
Fiduciary Fund Advance Deposit Fund General Fund	\$60,677 -0-	\$ - 0- 60,677
Total	60,677	60,677

NOTE 8 - CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2009, is as follows:

Governmental Activities	Balance 7-01-08	Additions	Deletions	Balance 6-30-09
Furniture & Equipment	\$328,018	\$1,672	\$(2,624)	\$327,066
Accumulated Depreciation Furniture & Equipment	1: (268,898)	(19,331)	(1,921)	(290,150)
Net Capital Assets	59,120	(17,659)	(4,545)	36,916

NOTE 9 - DEFERRED COMPENSATION PLAN

Certain employees of West Baton Rouge Clerk of Court participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, LA 70804-9397.

NOTE 10 - PENSION PLAN AND RETIREMENT COMMITMENTS

PLAN DESCRIPTION. Substantially all employees of the West Baton Rouge Clerk of Court employees are members of the Louisiana Clerks of Court Retirement and Relief Fund ("System"), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the system. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% (3-3 1/3% for new employees) of their final average salary for each year of credited service, not to exceed 100 per cent of their final average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service, and who do not withdraw their employee contributions, may retire at or after 55 and receive benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

Funding Policy. Under Plan A, members are required by state statute to contribute 8.25% of their annual covered salary and the West Baton Rouge Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11.75% of annual covered payroll. Contributions to the System include one-fourth of one per cent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish.

The contributions requirements of the plan members and the West Baton Rouge Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The West Baton Rouge Clerk of Court's employer contributions to the System under Plan A for the years ended June 30, 2009, 2008 and 2007, were \$84,285, \$85,659 and \$61,116, respectively, equal to the required contributions for each year.

NOTE 11 - OTHER POSTEMPLOYMENT BENEFITS

The Clerk of Court provides certain continuing health care benefits for its retired employees. Substantially all of the Clerk of Court's employees become eligible for those benefits if they reach normal retirement age while working for the Clerk of Court. Those benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employees and by the Clerk of Court. The Clerk of Court recognizes the cost of providing retiree health care and life insurance benefits (Clerk of Court's portion of premiums) as an expenditure when paid, which was \$15,236 for the year ended June 30, 2009. Using mortality tables related to single life annuities, the estimated cost to the Clerk of Court over the remaining lives of these retired employees is \$226,615.

NOTE 12 - ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$16,646 at June 30, 2008, are as follows:

General Fund

Accounts Employee	Payable Benefits	and	Taxes	\$6,915 10,608
Tota	al			16,646

NOTE 13 - LEASES

The Clerk of Court has immaterial copier leases and does not record items under capital leases as assets and obligations in the accompanying financial statements.

NOTE 14 - RISK MANAGEMENT

The Clerk of Court is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk of Court has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. No settlements were made during the year that exceeded the Clerk of Court's coverages.

NOTE 15 - LITIGATION, CLAIMS AND CONTINGENCIES

The Louisiana Clerk of Court Association and all of the State of Louisiana Clerks of Court, of which the West Baton Rouge Clerk of Court is a party, were defendants a lawsuits filed in the United States District Court, Middle District. The suit was dismissed against the West Baton Rouge Clerk of Court and most of the State of Louisiana Clerks of Court on March 4, 2009.

The West Baton Rouge Clerk of Court contributed \$5,859 during the year to the Louisiana Clerk of Court Association to cover legal fees defense of the above suit. No claims were paid out.

NOTE 16 - ON-BEHALF PAYMENTS FOR EXPENDITURES

Certain operating expenditures of the clerk's office are paid by the West Baton Rouge Parish Council and are not included in the accompanying financial statements, such as facilities, utilities, insurance and office supplies.

NOTE 17 - CURRENT ACCOUNTING PRONOUNCEMENTS

In June 2004, the Government Accounting Standards Board issued GASB Statement No. 45 "Accounting and Financial Reporting by Employers for Postretirement Benefits Other Than Pensions." This statements' objective is to establish uniform standards of financial reporting by state and local government entities for other post employment benefits (OPEB) including post employment healthcare benefits. This Statement provides standards for measurement, recognition, and display of OPEB expenses and related liabilities, not disclosures, and required supplementary information. This statement will require an actuarial valuation of the OPEB liability on at least a biennial basis. This Statement will be required to be adopted by the Clerk of Court for the fiscal year ending June 30, 2010.

REQUIRED SUPPLEMENTAL INFORMATION

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WEST BATON ROUGE PARISH CLERK OF COURT

PORT ALLEN, LOUISIANA

GOVERNMENTAL FUND - GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES-BUDGET (GAAP BASIS) AND ACTUAL FOR YEAR ENDED JUNE 30, 2009

	BUDGET ORIGINAL	AMOUNTS FINAL	ACTUAL AMOUNTS GAAP BASIS	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
Intergovernmental:				
Election Refund	\$3,000	\$3,000	\$2,889	\$(111)
Clerks Supplemental Pay		19,800	19,800	-0-
Charges for Services	757,024	741,824	742,119	295
Licenses and Permits Investment Income	4,800 39,996	4,800 25,200	3,013 21,844	(1,787) (3,356)
Miscellaneous	19,500	15,000	9,738	(5,262)
MISCEITAMEOUS				(3,202)
TOTAL REVENUES	844,120	809,624	799,403	(10,221)
EXPENDITURES				
GENERAL GOVERNMENT				
CURRENT				
Salaries	475,456	470,416	473,316	(2,900)
Fringe Benefits	221,520	210,960	209,221	1,739
Travel	3,480	1,680	2,447	(767)
Operating Services	115,544	83,225	76,161	7,064
Supplies	21,120	30,000	31,272	(1,272)
CAPITAL OUTLAY	7,000	4,000	2,592	1,408
TOTAL	844,120	800,281	795,009	5,272
EXCESS (DEFICIENCY)				
OF REVENUE OVER				~
EXPENDITURES	- O -	9,343	4,394	(4,949)
		1 026 024	1 026 064	0
FUND BALANCE, July 1	1,036,284	1,036,284	1,036,284	- 0 -
FUND BALANCE, June 30	1,036,284	1,045,627	1,040,678	(4,949)
,			=	· · · · · · · · · · · · · · · · · · ·

OTHER SUPPLEMENTAL INFORMATION



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7829 BLUEBONNET BLVD. BATON ROUGE, LA 70810 (225) 767-7829

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH

GOVERNMENT AUDITING STANDARDS

October 9, 2009

To the Board of Directors West Baton Rouge Parish Clerk of Court Port Allen, Louisiana

I have audited the financial statements of the West Baton Rouge Parish Clerk of Court as of and for the year ended June 30, 2009, and have issued my report thereon dated October 9, 2009. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered West Baton Rouge Parish Clerk of Court's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Entity internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Entity's internal control over financial reporting.

A control deficiency exist when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatement on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that result in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. I identified a deficiency in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether West Baton Rouge Parish Clerk of Court's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed an instances of noncompliance that are required to be reported under <u>Government Auditing Standards</u>.

This report is intended for the information of the management, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and distribution is not limited.

Under Louisiana Revised Statutes 24:513, this report is distributed by the Legislative Auditor as a public document.

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WEST BATON ROUGE PARISH CLERK OF COURT WEST BATON ROUGE PARISH COUNCIL PORT ALLEN, LOUISIANA SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED JUNE 30, 2009

FISCAL YEAR CORRECTIVE
FINDING CORRECTIVE ACTION/PARTIAL
REF INITIALLY ACTION TAKEN CORRECTIVE
NO. OCCURRED DESCRIPTION OF FINDING (YES, NO, PARTIALLY) ACTION TAKEN

2008-1 6-30-08 Entity lacks the knowledge No and qualifications to prepare their financial statements.

Entity Too Small.

WEST BATON ROUGE PARISH CLERK OFCOURT WEST BATON ROUGE PARISH COUNCIL PORT ALLEN, LOUISIANA

SUMMARY SCHEDULE OF FINDINGS AND QUESTIONED COST FOR THE YEAR ENDED June 30, 2009

A. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unqualified

Material weakness(es) identified? None

Significant deficiency(ies) identified

that are not considered to be

material weaknesses? None

Noncompliance material to financial

statements noted? Yes

Federal Awards - Not Applicable

B. FINDINGS - FINANCIAL STATEMENT AUDIT

2009-1

Condition: The Clerks's management lacks the qualifications and training to prepare its financial statements.

Criteria: SAS No. 112 defines this as a deficiency in the design of controls.

Effect: There is no effect to the financial statements since the auditor prepared the financial statements.

Recommendation: Because the Council is so small and the cost to benefit ratio is too great, I do not have a recommendation.

2009-2

Condition: Amercian Gateway Bank requested that the Clerk of Court release securities totaling \$181,000. The Clerk gave his permission however, that left \$5,820 uninsured and not pledged.

Criteria: State Statute requires all governmental cash to be insured or pledges.

Effect: \$5,820 is at risk of loss.

Recommendation: The Clerk of Court has now pledged the \$5,820.

C. MANAGEMENT LETTER

The auditor did not issue a management letter.

WEST BATON ROUGE PARISH CLERK OF COURT WEST BATON ROUGE PARISH COUNCIL PORT ALLEN, LOUISIANA

CORRECTIVE ACTION PLAN FOR THE YEAR ENDED June 30, 2009

REF NO.	DESCRIPTION OF FINDING	CORRECTIVE ACTION PLANNED	NAME OF CONTACT PERSON	ANTICIPATED COMPLETION DATE
2009-1	Management lacks the qualifications and training to prepare their financial statements.	N/A - The cost to benefit does not justify the hiring of another CPA.	Mark Graffed	N/A
2009-2	\$5,820 not insured or pledged.	The \$5,820 has been Pledged.	n Mark Graffec	10-6-09